

BOARD OF SELECTMEN – JUNE 2, 2014

I. Call to Order/Roll Call

Chairman Dan Kowalski called the Regular Meeting of the Board of Selectmen to order at 7:00 P.M. in the Selectmen's conference room in the Town Offices. Present: Chairman Kowalski-Y and Selectmen Paul Salafia-Y, Brian Major-Y, Mary O'Donoghue-Y. Selectman Alex Vispoli arrived at 8:30 P.M. Also present: Town Manager Reginald S. Stapczynski and Town Clerk Larry Murphy. The meeting was duly posted and cablecast live.

II. Opening Ceremonies

A. Moment of Silence/Pledge of Allegiance

Chairman Kowalski led the meeting in a Moment of Silence and Pledge of Allegiance.

III. Communications/Announcements/Liaison Reports

The Town Manager made the following announcements:

- ~ Offered congratulations and thanks to Veterans Services Agent Mike Burke and the members of the Patriotic Holiday Committee on the Memorial Day Ceremonies which were wonderfully done particularly the ceremony dedicating the bridge over Rte. 93 to the veterans of the Afghanistan War.
- ~ The Tri-Board will meet on Tuesday, June 3rd in the School Committee Room at 7:00 P.M. to receive a report on OPEB.
- ~ A meeting with the Tennessee Gas Pipeline representatives, the Planning and Conservation Divisions on a Wednesday or Thursday night in June or July is still being worked out.

Selectmen Vispoli said the Chamber of Commerce's Annual Breakfast is this Friday, June 6th at 7:30 A.M. at the Indian Ridge Country Club.

Selectman Salafia also recognized Mike Burke and the members of the Patriotic Holiday Committee for putting together a wonderful Memorial Day Program that was very respectable for all of our veterans.

Town Clerk Larry Murphy reported on the new Elections Bill signed into law on May 29th that will take effect in 2016, with approximately a dozen changes including pre-registration of 16 year olds, early voting period (2 weeks before the November election only) and post random election audits for presidential elections.

As a follow-up to Town Meeting's vote to approve \$800,000 for Open Space Acquisitions, Chairman Kowalski requested the Town Manager provide a list of properties, persons authorized to hold discussions for property purchases and what the process entails. The Town Manager said there is a request for proposals process, a liaison from the Conservation Division and an evaluation process. The Board will be properly informed as parcels come forward.

IV. Citizens Petitions and Presentations

Mary Carbone, Cyr Circle, requested an explanation on the difference between an Executive Session and a Special Meeting. Chairman Kowalski replied that the Open Meeting Law designates items that can be discussed in an Executive Session and that Special Meetings can consist of workshops, open public meetings, and special workshop sessions.

V. Public Hearings

A. National Grid – Continued from April 28, 2014

Kathy Moar from National Grid reported that a neighborhood meeting was held on May 15th with residents as well as individual telephone conversations to answer all questions relative to the work planned. Town Clerk Larry Murphy reported the plans were amended for lots 5 and 7 on Abbott Bridge Drive and, therefore, the plan has an amended date of May 23, 2014.

Selectman Salafia motioned to approve the request of National Grid for permission to excavate for the purpose of constructing a line of underground electric conduits, including the necessary sustaining and protecting fixtures, under and across the following public ways: Abbot Bridge Drive, Eastman Road, Jefferson Lane and Hartford Circle: Install approximately 1400 feet of 2-3 inch and 700 feet of 4-3 inch conduits, 2 handholes and 2 pull boxes on Abbot Bridge Drive and install approximately 3000 feet of 2-3 inch conduits on Eastman Road, Jefferson Lane, Hartford Circle, Danforth Circle, Livingston Circle and Spruce Circle and install 1 handhole and 1 pull box on Eastman Road. The location begins at a point approximately 50 feet south of the centerline of the intersection of Central Street and Abbot Bridge Drive and continues approximately 4000 feet in a southeasterly direction as shown on Plan #14689679, with the amended date of May 23, 2014. The request has been reviewed and approved by the Engineering Division of the Municipal Services Department subject to the condition that the petitioner obtains a street opening permit prior to the commencement of any construction. The motion was seconded by Selectman Major seconded and voted 4-0 to approve.

B. National Grid – Continued from May 19, 2014

Selectman Major motioned to approve the request of National Grid for permission to construct a line of underground electric conduits, including the necessary sustaining and protecting fixtures, under and across the following public way: Ballardvale Road – Two 3" conduits with primary electric cable to service at 3 Katsikas Court. The approximate location is shown on Plan No. 16678611, dated May 9, 2014. The request has been reviewed and approved by the Engineering Division of the Municipal Services Department subject to the condition that the petitioner obtains a street opening permit prior to the commencement of any construction. The motion was seconded by Selectman O'Donoghue and voted 4-0 to approve.

C. National Grid

There was no one available from National Grid to speak directly to their request for permission to excavate a public way and to run and maintain underground electric conduits, together with such sustaining and protecting fixtures as may be deemed necessary for the transmission of electricity and to make the necessary house connections as located on: High Street – replace UG primary cable with cable in duct off riser poles #1910 at 173R High Street and #1916 at 2-10 Longwood Drive as shown on Plan #16453832, dated May 14, 2014.

Selectman Salafia motioned to continue the Public Hearing to June 16, 2014. The motion was seconded by Selectman O'Donoghue and voted 4-0 to approve.

D. Columbia Gas of Massachusetts

Selectman Major motioned to approve the request of Columbia Gas of Massachusetts for permission to excavate 1,105 ft. on Enmore Street from #27 to Haverhill Street for the purpose of replacing the Cast Iron LP gas main with Plastic LP main to eliminate 3 gas leaks. All new services will be tied into the new Plastic LP main. The project will begin after re-locating the gas main on Enmore Street from Dufton Road to #27 Enmore Street. The approximate location is shown on Plan #14-20711 dated May 8, 2014. The request has been reviewed and approved by the Engineering Division of the Municipal Services Department subject to the condition that the petitioner obtains a street opening permit prior to the commencement of any construction. The motion was seconded by Selectman Salafia and voted 4-0 to approve.

E. Storage of Inflammable Products

On a motion by Selectman Salafia and seconded by Selectman Major, the Board of Selectmen voted 5-0 to approve the request of 400 Minuteman LLC of One Minuteman Road, to keep and store additional inflammable products at 400 Minuteman Road, Andover. The amendment results in an increase of the current capacity of aboveground storage of Class II, #2 Diesel fuel storage of 15,000 gallons as follows: a total of 29,500 gallons of Class II #2 Diesel fuel to be stored aboveground in one 500 gallon storage tank, four 3,500 gallon storage tanks and one 15,000 gallon storage tank. The request has been reviewed and approved by the Fire Chief and Town Clerk subject to the condition that all other requirements of the Town are met prior to the issuance of the license.

VI. Regular Business of the Board

A. Health Insurance

On May 28th at the request of the Board of Selectmen, the Town Manager made a presentation to the Public Employee Committee (PEC) to reconsider their decision on the choice of health insurance carrier. PEC met to discuss the request but did not change their original vote.

Chairman Kowalski read a statement from the Board of Selectmen regarding Employee Health Insurance outlining the sequence of events leading up to the decision of the Public Employee Committee (PEC) on the health insurance carrier. The statement included information on rate proposals from Tufts and MIAA, the process of the request for proposals (RFP), decisions made and instructions of the Board of Selectmen to the Town Manager to start the RFP process earlier for FY-2016 to ensure all parties involved will have greater visibility into the town's efforts to control health care cost and ample time to review the information.

B. SCRPT Program

The SCRPT Program provides an opportunity for seniors to perform services for the Town and School (93 hours annually to be increased to 125 hours) in return for a reduction in taxes.

On a motion by Selectman Major and enthusiastically seconded by Selectman Salafia, the Board of Selectmen unanimously voted to increase the tax abatement for SCRPT Program participants to \$1,000 (currently \$675).

C. MUNIS Presentation

Finance Director Donna Walsh gave a presentation on MUNIS and the updates that have been implemented. She reviewed the year's accomplishments, projects in process, and the plans for the next round of features for FY15-16. MUNIS is a very powerful accounting software tool with many aspects that should be systematically implemented with proper training for users.

D. Investment Policy

The Town Auditors have recommended a revision to the language in the Investment Policy (Page 3) relating to unsecured deposits. The Board asked Finance Director Donna Walsh to prepare a before/after paragraph for them to review prior to voting on the request at the June 16th meeting.

E. Interagency Mutual Aid Agreements

Selectman Major moved for the Board of Selectmen to authorize the Town Manager to sign Interagency Mutual Aid Agreements sponsored by the Essex County Chiefs of Police Association and the Middlesex Chiefs of Police Association on behalf of the Town. The motion was seconded by Selectman Vispoli and voted 5-0 to approve.

F. Customer Service and Code of Conduct Policies

At the previous meeting of the Board of Selectmen, the Town Manager presented information on the customer service program and code of conduct policies which have been vetted within the organization.

Selectman Major motioned for the Board of Selectmen to adopt the Customer Service and Code of Conduct Policies as presented by the Town Manager. The motion was seconded by Selectman Vispoli and voted 5-0 to approve.

G. Ballardvale Fire Station

The Town Manager invited residents who would like participate on a committee for the Ballardvale Fire Station to submit a Talent Bank Form (available on the town's website). The committee of five will include Chief Mansfield and Ed Ataide from Municipal Services and whose charter will be to design a building that will fit on the property plus the additional property acquired in response to the votes taken at the 2014 Annual Town Meeting and report back to the Board of Selectmen by the end of July.

H. Economic Development Council Update

Selectman Vispoli reported on the Economic Development Council's "Andover Tomorrow" program recently held at the Public Safety Center. The Board asked the Town Manager and Paul Materazzo to provide a list of opportunities for economic development zones and synthesis into a proposal for the Board to review.

I. Conservation Restriction – Legends Condominium

The Board asked to see the amended changes before signing the amended Conservation Restriction for the Legends Condominium, Beacon Street.

VII. All Other Business

Chairman Kowalski explained that this agenda item will be available for issues new to the agenda that the Chairman could not reasonably expect and are extremely time sensitive.

Rolling Green Comprehensive Permit: Attorney Katherine Morin, representing AARG (Seller) Rolling Green, is asking the Town to approve their request for an amendment to an easement on Greenwood Road. The request has been previously approved by the Zoning Board and the Open Space Deed accepted by the Conservation Commission. The request has also been vetted by Town Counsel. The Board will vote on this request when they meet Friday June 6th at 7:15 A.M.

VIII. Consent Agenda

A. Appointments and Re-appointments

On a motion by Selectman Major, seconded by Selectman Salafia, the Board of Selectmen voted 5-0 that the following appointments by the Town Manager be approved:

DEPARTMENT	POSITION	RATE	EFF. DATE
<u>COMMUNITY SERVICES</u>			
Joseph Spinale	Counselor – PT	C2A/\$8.00/hr.	5/19/14
Katherine A. Greene	Office Assistant – PT	C11A/\$15.00/hr.	5/13/14
<u>YOUTH SERVICES</u>			
Lauren M. Wackowski	Counselor – PT	C3B/\$9.00/hr.	5/16/14
<u>MUNICIPAL SERVICES DEPARTMENT – Water/Sewer Division</u>			
Eric J. Gulbicki	Intern – Maintenance Water/Sewer – Temp.	\$13.00/hr.	6/10/14

IX. Adjournment from Open Session.

At 9:45 P.M., Selectman Vispoli motioned for the Board to adjourn from Open Session and move to Executive Session to review and consider for release past Executive Session meeting minutes, not to return to Open Session. The motion was seconded by Selectman Major. Roll call: Chairman Kowalski-Y and Selectmen Mary O'Donoghue-Y, Brian Major-Y, Paul Salafia-Y, Alex Vispoli-Y.

X. Executive Session

Chairman Kowalski called the Executive Session to order at 9:50 P.M. in the Selectmen's conference room. On a motion duly made and seconded, the Board of Selectmen voted to go into Executive Session to review and consider the release of past Executive Session Minutes. Roll call: Chairman Kowalski-Y and Selectmen Paul Salafia-Y, Brian Major-Y, Mary O'Donoghue-Y, Alex Vispoli-Y. On a motion by Selectman Major seconded by Selectman Salafia, the Board voted to adjourn from Executive Session at 10:10 P.M. not to return to Open Session. Roll call: Chairman Kowalski-Y and Selectmen Paul Salafia-Y, Brian Major-Y, Mary O'Donoghue-Y, Alex Vispoli-Y.

Respectfully submitted,

Dee DeLorenzo
Recording Secretary

Documents: Board of Selectmen Statement on Employee Health Insurance
Town of Andover Investment Policy Statement